

## OWLSnet Administrative Advisory Committee Meeting

Oneida Community Library

March 19, 1999

Present: Ann Schmitz, Algoma; Kathy Beck, Maggie Ernst, Vicki Lenz, Michael Nitz, Appleton; Kathy Mitchell, Clintonville; Jeanne Majeski, Egg Harbor; Mary Seggelink, Florence; Eleanore Danforth, Green Earth; Carolyn Habeck, Hortonville; Robyn Grove, Iola; Craig Lahm, Kaukauna; Sally Kitson, Menominee Tribal; Sue Grosshuesch, Kewaunee; Barbara Wentzel, Kimberly/Little Chute; Pam Ellingson, Lakewood; Ellen Connor, Manawa; Nancy Krei, Marinette; Ellen Rineck, Marion; Ann Hunt, New London; Jody Parworth, NFLS; Jeanne Waschbisch, Oconto Falls; Karen Kuhn, Oneida; Kathy Whitt, Seymour; Mike Hille, Shawano; Becca Berger, Joe Clabots, Judy Ellenbecker, Sturgeon Bay; Peggy Slicer, Tigerton; Kristen Anderson, Waupaca; Linda Streyle, Weyauwega; Alene Newcomb, Wittenberg; Beth Carpenter, Rick Krumwiede, Barbara Strauss, Kathy Houlihan, OWLS.

1. The meeting came to order at 9:30 a.m.
2. The minutes of the January 15, 1999 meeting were approved.
3. **Brief reports**

- a. **Status of network members**

- Robyn Grove, IVL, said they had moved some shelving. Iola received a new PC and printer for public use from their village board.

Kristen Anderson, WAU, reported that they have privacy screens on the PCs in the youth department. They have tested their computers for Y2K. The newer ones are OK, but the older ones will need a new card.

Ellen Rineck, MAR, reported that they have had a successful family night for elementary students and parents. Marion also held online catalog classes for the public. The City of Marion received a grant for low-income housing. The library board was informed that the library building would be sold to house the low-income housing units. The library will have to relocate within three years.

Jody Parworth, NFLS, has been helping Suring with barcoding. Jody has also been installing new PCs that were purchased by NFLS for some of the Nicolet libraries.

Beth Carpenter, OWLS, continues to work on the OWLS webpages. Waupaca now has a website, which is housed on the OWLS server. Beth distributed BadgerLink database usage statistics for the entire OWLSnet network.

Ann Hunt, NLP, has been at NLP for three weeks. She said they received a joint grant with the school system, which has provided eight new PCs, which will be networked to the school. Ann is concerned about some of the grant expectations and is working to interpret the grant.

Mary Seggelink, FLO, said that their fund raising for a new building is at about \$90,000. The school is adding 12 PCs in the library for students.

Linda Streyle, WEY, reported that they are working on their website. They had a successful nighttime story hour.

Ellen Connor, MAN, reported that their public PC had a hardware crash and will be replaced. Their webpage will include a readers' advisory service.

Kathy Mitchell, CPL, reported that they have five new PCs. Two will be used for public Internet access and three are for staff use.

Nancy Krei, MRT, said they have a new computer for technical services. They now have OCLC and are using that in addition to Mitinet.

Vicki Lenz, APL, reported they no longer have borrowing limits on any formats. Patrons may have up to 75 items with no format restrictions. Appleton will now lookup patrons with ID without charging a \$1.00 fee.

Maggie Ernst, APL, has extra brochures on Wisconsin fairs.

Alene Newcomb, WIT, now has delivery three days a week, which is a big improvement.

Mike Hille, SHA, reported that they have 4 new PCs. Two were received from NFLS and two from their Friends group.

Becca Berger, STR, reported that they have received seven PCs from a grant and two from NFLS.

Kathy Whitt, SEY, reported that their library is participating in the CESA 7 Teach Wisconsin grant and that she completed the training. The library will be buying a computer with their grant money.

Rick Krumwiede, OWLS, attended a meeting in Wittenberg about the Birnamwood (school/public) Branch. Rick presented a proposal for OWLSnet membership.

Carolyn Habeck, HPL, said they replaced their public access PC and moved the old one to the circ desk.

Mike Nitz, APL, reported that they are working on a long range plan for APL according to the new public library planning guidelines.

Barbara Wentzel, KIM/LIT, said that Dave completed installation of their LAN. They now have the Internet workstations with privacy screens available to the public. Their Internet Policy was published in their Kimberly and Little Chute newsletters. The policy is also available at the Internet stations. Children have permission to use the Internet unless parents request otherwise.

Jeanne Waschbisch, OCF, said Jody installed a new PC in the staff area. Wire Technologies upgraded the wiring in the building. The school had an art display of painting by youth at the library. Jeanne was very pleased with Evan Bend's Quick Ref workshop.

Kathy Beck, APL, reported that the database is back and they are editing, merging, and deleting records.

Judy Ellenbecker, STR, said they are rearranging circ, furniture, and setting up PCs for the public. They are also looking forward to the return of the tourists.

Joe Clabots, STR, is still working on the inventory project. Joe is working on Y2K compliance for their Novelle LAN.

Craig Lahm, KAU, said they were inspired by seeing OWLS Intranet and are working on their own Intranet.

Ann Schmitz, ALG, reported that they are working on Y2K checks with their equipment. Will need a letter that OWLSnet is Y2K compliant for their board. They are sponsoring a program about Y2K for the public.

Sue Grosshuesch, KEW, said a PC from NFLS was installed at the circ desk.

Pam Ellingson, LAK, bought a new PC and is adding wiring for three more Internet stations.

Jeanne Majeski, EGG, said the patrons are happy with how quickly requests are being filled. Their winter circ is up and they are getting a new parking lot.

Eleanore Danforth, ON2, said the crocheting class would be ending next week. The children are still reading for the McDonald's All-American Reading Challenge. About 16 children are participating and for every 10 books read, they receive an All-American Meal at McDonald's.

Karen Kuhn, ONE, reported that she enjoys working at a small library where she knows the patrons and receives positive feedback. Karen is working 20 hours a week at the high school. Karen reported that so far they helped 841 people with filing their tax forms.

Sally Kitson, KES, bought two PCs and put the older ones in the children's department. Their tax program is going well.

- **b. Implementation update: Suring, Peshtigo, Gillett, and Lena**  
Suring is moving along quite well. Peshtigo is taking a long time for the technical preparation. Gillett and Lena have contracts and Dave is working on the technical setup and ordering equipment. The Aurora (school/public) Branch project in Florence is progressing.
- **c. Status of telecommunication upgrades**  
If you have received a bill for your TEACH T1 line, send it to Rick; the TEACH office did not get the billing addresses correct. The first unsubsidized T1 line has been installed at LIT. OWLS is not able to install unsubsidized T1 lines to all because of cost. The old telecommunications lines to Frontier have been disconnected.
- **d. Status of the authority control project**  
Barbara Strauss reported that the authority control project is moving slowly. She finished loading the bibliographic records on March 12th. Indexing all the records will take several weeks. After that, the authority records will be loaded and indexed. The staff is monitoring the system closely so that there are minimal slow downs in performance. Look for progress reports from Barbara in OWLSnet Network News.

OWLS members indicated that they liked the changes in the format displays in CL-CAT.

- o e. **Other**

#### **ILL Lender/Borrower Statistics**

The February ILL Lender/Borrower statistics indicate that the number of items loaned/borrowed many reach 160,000 this year. Last year the number of items loaned/borrowed was 138,923. The 1998 statistics are on the OWLS website.

#### **Legislative Agenda - State Budget**

Rick thanked those libraries who had their Boards endorse the WLA Legislative Agenda. Rick encouraged others to do the same.

The Legislative Joint Finance Committee will have a budget hearing in Green Bay on March 26th and in Stevens Point on April 8th. Rick and Mark encouraged people to attend and testify about library system aids and BadgerLink. In Green Bay, Mark will coordinate the library testimony. All librarians are encouraged to send letters about library support to their own representatives and to all members of the Joint Finance Committee. Ask you legislators to lobby the Joint Finance Committee on behalf of public libraries. Check the OWLS website for links to legislative information.

#### **Linked System Project**

OWLS and NFLS staff met with Brown County Library staff and county computing staff to see if there was an opportunity for a joint web catalog. The discussion revealed that the two groups are in different places with their web catalog plans. Brown County Library is not interested in working on a joint web catalog. Instead of linking OWLSnet with Brown County Library with a joint web catalog, Brown County is planning on having its own web catalog. The DLCL will provide an RFP section in their project for linking local sites, such as OWLSnet and Brown County Library. The specifications will be written to run disparate software off the DLCL server for resource sharing.

Rick reminded the group that the Automation/Technical Services plans are on the OWLS webpage. The plans include moving to a web catalog and possible migration to other library automation software.

#### **Annual Membership Bills**

The annual membership bills will be sent out soon.

4. **Impact of Patron Scats of zero on circulation statistics:** A partial solution (view the patron scat in a conspicuous place) to help identify the patrons.  
There is quite a large number of circulations to patrons with a zero scat. Libraries could have the Patron Scat display at checkout to help identify these records. If you are not the home agency, notify the other library. Contact Barbara Strauss if you want the patron scat to display at checkout.
5. **Purchase Alert Reports:** Are you getting the information you need?  
Libraries indicated that purchase alerts do give better information. No changes are planned.
6. **OWLSnet Manuals Updated:** OWLSnet Patron Registration Manual and OWLSnet Bibliographic Maintenance Manual.

Updates for both manuals were distributed. The most significant changes in the Patron Registration Manual are:

- The OWLSnet Borrowers' Card Program Policy was revised. There is now an intersystem on-site borrowing agreement in effect with Milwaukee County so OWLSnet cards may be issued to all residents of Wisconsin. Sally Kitson requested that #5 of the OWLSnet Borrowers' Card Program be edited to read Menominee Reservation/County instead of Menominee County.
- Specific guidelines for assigning patron statistical categories have been developed. The issue of nonresident property owners and owners of multiple properties within NFLS and OWLS is addressed. These guidelines can be found on page 23.
- Additional scats have been added to include all municipalities in the counties adjacent to NFLS and OWLS.

Changes to the Database Maintenance Manual include:

- Additional item statistical categories
- Additional alphabetical index of item statistical categories
- Changes on the item format pages

If you need additional copies of the revision pages, contact Barbara Strauss.

**7. Next OWLSnet meeting**

The next meeting will be May 21, 1999 at 9:30 a.m. at Kimberly. Check the OWLSnet webpage for a location map.

**OWLSnet Users Group Meeting**

March 19, 1999

**1. ILL Checkout**

It is recommended that item records be created for out-of-system interlibrary loan checkout to your patrons. The computer will then track your statistics and overdues. The libraries that are already doing this like it. Call Barbara Strauss to have a record created for your library.

**2. Patron Confidentiality**

The ease of getting into a patron's account with non-password access was discussed. With the next software upgrade, there will be options on what will printout on the receipt. No changes were made.

**3. High Demand Items**

Staff has noticed that some high demand items are not being checked out for a short loan period. Depending on how items are coded, some items with a short loan sticker may not checkout for a short loan period. Check the computer screen when checking out items with a short loan sticker. If necessary, change the due date to your short loan period.

**4. Statistics for Monthly Board Meetings**

There was discussion on gathering stats for monthly board meetings. Mike Nitz will share his method at the next AAC meeting. CPL is interested in getting the number of items added and deleted during the month and the number of patrons registered (to reflect staff workload).

**5. Patron Cards**

There was discussion on convenience and color of OWLSnet cards. Some patrons would like a bright color so it would be easier to locate. Some patrons might like the key ring version of the card.

**6. OWLSnet and Y2K**

Dave Bacon is working on a Y2K compliance statement. Upgrades are needed for the firmware, operating system, Informix software, and LibsPlus software for Y2K

- compliance. There will be no problem with the dumb terminals. The scanners and receipt printers need to be checked. OCIRC will not be available in 2000. Geac is developing a PC client that will have offline circulation capabilities; Geac expects the client to be available this summer.
7. **Juvenile Registration**  
Please add the parent's name on the second page for juvenile patrons.
  8. **On Shelf Reserve**  
When sending an email for item reserves, include the A/T Key or barcode. When using the On Shelf Reserve sheet, fill out the form completely.
  9. **Collecting for Lost or Damaged Items**  
Do not collect money for lost or damaged items owned by another library before billing; ask the patron to wait until a bill is received. This will allow the owning library to verify that the cost is correct before the bill is generated.
  10. **Check out to Missing**  
When a hold cannot be filled because the item is missing, check the item out to Missing. If there are no other holdings to fill the reserve, inform the requesting library to cancel the hold.
  11. **Deleting records**  
Do not delete records with holds without informing the requesting library.
  12. **Patron Record Update Form**  
Remember to send a Patron Record Update when making changes to patron records if you are not the home agency.

The meeting adjourned at 3:00 p.m.